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ABSTRACT

Advising student writers to think constantly about their readers, this book provides thorough instruction in the technical writing process, organizing most chapters around easy-to-understand guidelines, and providing numerous annotated examples of writing done at work. New to the second edition of the book are chapters on persuasion, using the library, and writing collaboratively. Case-study problems and planning worksheets have also been added to the second edition. Chapters in the book are: (1) Writing, Your Career, and This Book; (2) Examples of Reader-Centered Writing: Resumes and Letters of Application; (3) Defining Your Objectives; (4) Planning to Meet Your Readers' Informational Needs; (5) Planning Your Persuasive Strategies; (6) Using the Library; (7) Drafting Paragraphs, Sections, and Chapters; (8) Using Six Patterns of Development; (9) Beginning a Communication; (10) Ending a Communication; (11) Writing Sentences; (12) Choosing Words; (13) Using Visual Aids; (14) Creating Twelve Types of Visual Aids; (15) Designing Pages; (16) Checking; (17) Reviewing; (18) Testing; (19) Revising; (20) General Reports; (21) Empirical research Reports; (22) Feasibility Reports; (23) Progress Reports; (24) Proposals; (25) Instructions; (26) Writing Collaboratively; (27) Preparing Oral Presentations; and (28) Delivering Oral Presentations. Appendixes discussing formats for memos, letters, and books; formats for footnotes, reference lists, and bibliographies; and projects and cases are attached. (RS)

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